

Adult Learning Centre - Small Service Trial Feedback

Collect specific observations about a small service trial before deciding its next iteration. Setting: Adult Learning Centre.

Contact and reference

Name or team reference

Reply email, if needed

Date of record *

Small Service Trial Feedback

Trial session or version experienced *

Task attempted and what worked well *

Point of difficulty and how it affected completion *

Most useful change for the next trial

Adult Learning Centre

Learning session and classroom reference *

Teaching pack, exercise set or shared device involved *

Reading format, room setup or facilitator coordination needs

Ownership and follow-up

Team or role responsible for the next action

Target follow-up date

Current state of this record *

- ☐ Open for review
- ☐ Waiting for information
- ☐ Next action agreed
- ☐ Completed and checked

Next action and completion evidence

Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

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